

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
Fort Lesley J. McNair  
Washington, DC 20319-5000

MDW Regulation  
No. 215-1

21 May 1992

Morale, Welfare, and Recreation  
NONAPPROPRIATED FUND CIVILIAN PERSONNEL AND PAY BAND SYSTEMS  
EFFECTIVE 18 JUNE 1992

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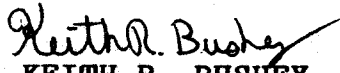
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**Summary.** This is a new MDW regulation. It prescribes policies, procedures, and responsibilities for administering the Department of Defense Nonappropriated Fund Pay Band System in accordance with instructions issued in HQDA memorandum dated 11 February 1991; and in accordance with instructions issued in HQDA memorandum dated 23 September 1991, subject: Department of the Army Nonappropriated Fund Personnel System Modernization.

**Applicability.** This regulation applies to all MDW employees paid from nonappropriated funds. Provisions pertaining to pay banding apply only to employees in pay band (NF) positions.

**Supplementation.** Supplementation of this regulation is prohibited except upon approval of the Commander, MDW. Proposed supplements must be fully justified in writing and submitted for approval to Cdr, MDW, ATTN: ANCP-Z, room 7158, 1900 Half Street, SW., Washington, DC 20324-5050.

**Suggested Improvements.** The proponent of this regulation is the Directorate of Civilian Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), or in a memorandum, to Cdr, MDW, ATTN: ANCP-Z, room 7158, 1900 Half Street, SW., Washington, DC 20324-5050.

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## MDW Regulation 215-1

### 1. Purpose

This regulation provides policy, procedures, and guidance for administering the Department of Defense (DOD) Nonappropriated Fund (NAF) Pay Band System and civilian personnel system in the U.S. Army Military District of Washington.

### 2. Reference

AR 215-3 (Nonappropriated Fund Personnel Policies and Procedures) is a required publication. (Cited in para 4a(2).)

### 3. Explanation of abbreviations

Abbreviations used in this regulation are listed below.

- a. AS-----administrative support
- b. CPO-----Civilian Personnel Office
- c. DOD-----Department of Defense
- d. HQDA-----Headquarters, Department of the Army
- e. NAF-----nonappropriated fund
- f. NF-----pay band positions
- g. PS-----patron services
- h. SPG-----standard position guide
- i. UA-----universal annual

### 4. Responsibilities

- a. Installation commanders or designees will--

(1) Administer the program in conformance with the Department of the Army Nonappropriated Fund Pay Band System; and the NAF Personnel System Modernization document and policies stated in this regulation.

(2) Administer the discipline system in accordance with AR 215-3, chapter 7.

(3) Delegate pay-setting authority to the funds manager with the option to redelegate the authority to division chiefs and activity managers.

(4) Delegate classification authority (assign duties to standard position guides and develop position guides) to the funds manager with the option to redelegate the authority to division chiefs and activity managers.

(5) Delegate revenue sharing authority to funds managers after development of a plan that has been approved by the MACOM commander or his designee.

(6) Delegate decision authority to post/garrison commanders for all formal grievances. Decisions of formal grievances over the removal of a regular employee for cause will be reviewed and affirmed or modified by the installation commander before informing the grievant.

(7) Take appropriate action to avoid and, if necessary, to correct abuse or misapplication of position classification and performance-based pay actions.

(8) Assure that obligations to recognized labor organizations are fully met.

b. Fund managers or designees will--

(1) Assign duties and responsibilities to employees in a manner to ensure efficient accomplishment of functions.

(2) Match duties to be performed to a standard position guide or develop new position guides when needed.

(3) Make pay decisions (set pay, approve bonuses/awards) that are appropriate for duties being performed and/or for work performance.

(4) Ensure that pay decisions are made impartially and in full consideration of prudent expenditure of nonappropriated funds.

c. Civilian Personnel Offices (CPO) will--

(1) Make determinations of exempt/nonexempt status under the Fair Labor Standards Amendment of 1974 for all positions in pay levels NF3 and NF4.

(2) Advise and assist in the development of position guides.

(3) Recruit for all NAF positions.

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(4) Serve as the principal point of contact on labor relations matters.

(5) Coordinate and/or conduct training and orientation for management officials in NAF activities.

(6) Provide information through newsletters, employee orientations, and other necessary means to employees.

### 5. Pay

Pay will be administered in accordance with the Department of the Army NAF Pay Band System.

a. Night differential pay. This pay will not be authorized.

b. Premium pay for Sunday. This pay will not be authorized.

c. Initial hire. Pay setting for this category will be determined by the applicant's previous experience, difficulty of recruitment, and previous salary level.

(1) Benchmark jobs. DOD provides a low, medium, and high average salary on benchmark jobs. Pay setting for benchmark jobs, which do not have a history of recruitment problems, will be made at the medium average salary for those applicants with little or no experience and at the high average salary for those possessing significant experience (1 year and up). Student applicants without experience will be paid at the low average salary. Pay setting of hard-to-fill positions may be made at the high average salary regardless of work experience or commensurate with prior salary for individuals with significant experience.

(2) Non-benchmark jobs. Pay setting for this category may be made at any rate of pay within the pay band. The applicant's demonstrated outstanding and significant work experience, previous salary, and the nonappropriated fund instrumentalities difficulty of recruitment will all influence the rate of pay assigned.

d. Performance increases.

(1) Increases in base pay are authorized to recognize work performance. Pay may be adjusted to any amount within the pay band for a performance increase. Performance increases may be given at any time without limitation.

(2) Performance increases will usually be given in conjunction with an employee's annual appraisal; however, performance increases may be given at any time during the rating

period if extraordinary circumstances warrant. Employees will be evaluated against established work performance standards; i.e., club managers will be evaluated on financial performance indicators, personnel management, property management, and internal controls. As a matter of local policy, performance increases will be reserved for employees earning either an outstanding or excellent rating.

e. Pay schedule changes. When the general schedule for appropriated fund employees is changed for cost of living allowances, employees in levels affected by the change will have their pay adjusted by an amount equal to the percentage of the change. Salary adjustments for cost of living increases will be affected as of the first applicable pay period beginning on or after the effective date of change.

f. Reemployment. This action does not differ from the employment of new hires; i.e., management may set pay upon re-employment at any rate or salary within the assigned pay band based on factors already mentioned. Reemployed eligibles have no right to their "highest previous rate."

g. Transfers. When leaving one activity to accept a position at another Army NAF morale, welfare, and recreation activity, the employee technically resigns from the first activity. In such moves, the employee does not have the right to salary protection or saved pay.

h. Pay decreases--business-based action. Such adjustments represent decreases in pay due to business-based reasons. This action may be more advantageous than separation.

## 6. Position classification

The Department of the Army NAF Pay Band System Instruction for Development of Position Guides, comprised of a primary standard and generic standard position guides, will be used to administer job classification.

a. Generic Army Standard Position Guides (SPG) will be used when duties to be performed directly match or closely approximate needed positions. The SPG will be customized when appropriate.

b. When duties to be performed do not directly match or closely approximate an SPG, a new guide may be developed. The DOD generic standard that describes work characteristics for each of the five pay bands will be used, in conjunction with the most appropriate SPG for cross-comparison purposes, when developing a new guide.

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c. Development of new guides will be accomplished with the assistance of a position classification specialist. New guides will be forwarded to the MDW Civilian Personnel Directorate for final use (not classification accuracy) approval.

### 7. Training

Management officials and supervisors who are delegated pay, to include revenue sharing, and classification decision authority will receive appropriate training coordinated and/or given by the CPO.